



DSHS PURCHASED SERVICE REQUEST FOR PROPOSAL RFP #0845-337

- Project Title:*** SPANISH LANGUAGE TEST GRADERS
- Estimated Contract Period:*** January 1, 2009 to December 31, 2011. DSHS has sole discretion for any amendment appropriate to this RFP and competition process.
- Proposal Due Date:*** All Proposals whether mailed or hand delivered must arrive in a **sealed envelope or sealed container** by 3:00 P.M. PST on December 1st, 2008.
- Submit Proposal To:***
- Delivered by Mail:**
Anita E. Ahumada, RFP Coordinator
Department of Social and Health Services
Administrative Services Division,
Central Contract Services
PO BOX 45811
Olympia, WA 98504-5811
- Delivered by Hand Delivery or Courier:**
Anita E. Ahumada, RFP Coordinator
Department of Social and Health Services
Administrative Services Division,
Central Contract Services
4500 10th Avenue SE
Lacey, WA 98503
- RFP Document Posted on:*** www.ga.wa.gov/webs and <http://www1.dshs.wa.gov/msa/ccs/>

Table of Contents

Section A. Summary of Services	1
Section B. Procurement Process	5
Section C. Proposal Contents.....	14
Section D. Evaluation	21
Attachment A - Map to Blake East.....	23
Bidder Certification and Assurances Form	Exhibit A
Sample Contract	Exhibit B
Contractor Intake Form	Exhibit C

SECTION A. SUMMARY OF SERVICES

1. Purpose of Purchased Service RFP

Identify and contract with qualified individuals to provide language test grading services. The service is needed to ensure the qualification of interpreters and translators who, by their services, enable DSHS workers and Limited English Proficient (LEP) clients who receive or apply for DSHS services, equal access to communication, in conformance with RCW 74.04.025, WAC 388-03, United States District Court Stipulation, Agreement of Settlement and Consent Order #C91-303 – Reyes vs. Thompson, and with the Civil Right Act of 1964.

2. Background on Services

In order to comply with legal requirements as stipulated in section 1 above, Purpose of Purchased Service RFP, DSHS instituted a testing and certification program in 1991 to certify its spoken language interpreters, translators, and bilingual employees. While the written portion of the interpreter test is graded by the computer, the oral portion of the interpreter test, the translator test, and portions of the employee written test, are manually graded by independent contractors who are experts in the field of language interpretation and translation. Since 1991, DSHS has contracted with qualified graders/evaluators in various languages to evaluate these tests. They have been an integral part of the DSHS interpreter and translator testing and certification process.

3. Description of Services

In order to maintain consistency, avoid exposure of the test material, avoid actual or perceived conflict of interest, and to safeguard the confidentiality and integrity of the test material, the contractor must commit to personally perform the work in the manner listed below. The contractor shall not delegate the work to anyone or use substitute whenever s/he is not available to grade tests. The contractor will be required to respond to and complete assignments within short notice. To avoid the possibility of losing test material, the contractor must be able to either work at the LTC office or pick up and deliver test material from and to the LTC office, located in Lacey, Washington.

Services to be provided by contractors include:

- Evaluation of written and oral Spanish test for DSHS bilingual employees;
- evaluation of oral Spanish test for DSHS medical and social service interpreters;

- evaluation of Spanish translation test for DSHS translators.

The manner in which the services are to be provided include, but is not limited to:

- following grading guidelines using intellectual judgment and professional experience;
- applying the same standard in grading every test;
- keeping test content confidential;
- keeping test candidate's identity confidential;
- keeping score information confidential; and
- keeping the contractor's self-identity and nature of relationship with LTC confidential.

4. Bidder Minimum Qualifications

Bidders responding to this solicitation must have the following qualifications:

- Have a BA degree or higher and the following credentials specific to the Spanish language:
 - A Washington State court interpreter certification, plus DSHS Medical interpreter certification, plus DSHS translator certification or ATA certification; or
 - DSHS Social Services certification, plus DSHS medical interpreter certification, plus DSHS translator certification or ATA certification; and
 - Have at least two (2) years of experience in evaluating professional language certification exams and/or four (4) years experience teaching the Spanish language at high school level or higher.

DSHS recommends a Bidder register on the Washington State, General Administration, Washington Electronic Business Solutions (WEBS) online system.

If a Bidder is not registered on WEBS, DSHS requires a Bidder to have an active e-mail address. A Bidder must provide the e-mail address in the Bidder's Letter of Submittal (See Section C.1.a.).

5. Proposed Service Budget

DSHS has a not to exceed budget amount of \$80,000 for this project.

DSHS has a not to exceed hourly amount of \$40.00 per hour for this project, plus mileage reimbursement at the prevailing OFM rate.

DSHS may reject any proposal in excess of that amount. Any contract awarded is contingent upon the availability of funding.

6. Auxiliary Aids and Services

DSHS will provide reasonable access to this RFP document to individuals with disabilities. Please contact the RFP Coordinator to request auxiliary aids and services for this RFP.

If an individual believes that the department has discriminated on the basis of a disability please contact the DSHS Investigations Unit (IU) for the Nondiscrimination Policy Brochure and complaint process. The brochure can be found at <http://hrd.dshs.wa.gov/Equal-Opportunity/Nondiscrimination.htm>.

7. Definitions

The following terms appear in this RFP and have the following meanings.

- a. Agency – The Washington State Department of Social and Health Services issuing this RFP.
- b. Apparently Successful Bidder – The Bidder selected, based on the scoring of the Bidder's Proposal including costs, that best met the needs of DSHS. DSHS uses the term Apparently Successful Bidder until a DSHS contract is finalized and executed.
- c. ATA – American Translators Association
- d. Bidder - An individual, organization, public or private agency, or other entity submitting a Proposal in response to this RFP.
- e. Contractor – The Apparently Successful Bidder who holds the awarded, fully executed, written contract resulting from this RFP.
- f. DSHS – Department of Social and Health Services
- g. Issue or Issued - To post or otherwise release this RFP as a public document to interested parties.
- h. Key Personnel – Bidder proposed staff to provide the services under this Proposal.
- i. LEP – Limited English Proficient person(s)
- j. LTC – Language Testing and Certification, a program within DSHS that tests and certifies DSHS spoken language interpreters, translators, and DSHS bilingual staff.

- k. Proposal – The Bidder's material prepared, assembled, and submitted in response to this RFP.
- l. Protest – A Bidder's written objection protesting the results of this RFP.
- m. PST – Pacific Standard Time.
- n. RCW - Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute.)
- o. RFP - Request for Proposal and this RFP document.
- p. RFP Coordinator – The DSHS' named RFP Coordinator, or designee, employed by the DSHS Central Contract Services.
- q. Short notice – Under one working day.
- r. Statement of Work – An awarded contract's description of the work or services performed by the Contractor.
- s. Submit - To deliver to the RFP Coordinator any of several documents described in this RFP and in the manner specified in this RFP.
- t. WAC - Washington Administrative Code.
- u. WEBS – The Washington State General Administration's online system which provides vendor registration and notification activities for RFP solicitations and procurements. WEBS provides vendors automatic e-mail notification of new bidding opportunities, and is free to vendors and government organizations.

SECTION B. PROCUREMENT PROCESS

1. Procurement Contact Information

Upon release of this RFP, all parties must direct all communications concerning this RFP to the RFP Coordinator listed below. DSHS may disqualify any Bidder who communicates to anyone besides the RFP Coordinator.

DSHS considers all oral communication unofficial and non-binding on DSHS. Bidders should rely only on written statements issued by the RFP Coordinator.

Contact:	Anita E. Ahumada, RFP Coordinator Department of Social & Health Services Administrative Services Division Central Contract Services
Mailing Address:	P.O. Box 45811 Olympia, Washington 98504-5811
Physical Address:	4500 10th Avenue SE Lacey, Washington 98503
Telephone:	(360) 664-6076
FAX:	(360) 664-6184
E-mail Address:	AhumaAE@dshs.wa.gov

2. Acceptance of RFP Terms and Binding Offer

Bidders must acknowledge the submission of their Proposal, including a signed Exhibit A, Bidder Certification and Assurances Form, as a binding offer.

3. Contract Term

DSHS intends to award three (3) contracts to provide the services described in this RFP.

The Contract term shall begin on the contract start date or execution date, whichever is later, and continues through the contract end date. Each contract is initially for the term of two (2) years with the option to extend three (3) 1-year terms.

DSHS has sole discretion for any amendment appropriate to this RFP and competition process.

4. Procurement Schedule

The Procurement Schedule outlines the tentative schedule for important action dates and times. All dates after the Proposal submission date are approximate and may be adjusted as conditions may require. It is the Bidder's sole responsibility to periodically check www.ga.wa.gov/webs and <http://www1.dshs.wa.gov/msa/ccs/>, for RFP amendments.

Procurement Schedule		
Action Item		Date
1.	DSHS Posts RFP on www.ga.wa.gov/webs and http://www1.dshs.wa.gov/msa/ccs/	Nov. 4, 2008
2.	Bidder Written Questions Due	Nov. 11, 2008 by 3:00 P.M. PST
3.	DSHS Responds to Bidder(s) Written Questions on www.ga.wa.gov/webs and http://www1.dshs.wa.gov/msa/ccs/	Nov. 14, 2008
4.	Bidder Sealed Proposal Due	Dec. 1, 2008 by 3:00 P.M. PST
5.	DSHS Opens Sealed Proposals and Posts RFP Amendment to www.ga.wa.gov/webs and http://www1.dshs.wa.gov/msa/ccs/ with Bidder Names	Dec. 2, 2008 at 9:00 A.M. PST
6.	DSHS Evaluates Proposals	Dec. 8, 2008 – Dec. 9, 2008
7.	DSHS <u>Anticipated</u> Intent to Award Date	Dec. 11, 2008
8.	DSHS <u>Anticipated</u> Award Date, <ul style="list-style-type: none"> • Notification of Award on www.ga.wa.gov/webs, and • Posting of Scoring and Evaluation Information on http://www1.dshs.wa.gov/msa/ccs/ 	Dec. 22, 2008

5. Auxiliary Aids and Services

DSHS will provide reasonable access to this RFP document to individuals with disabilities. Please contact the RFP Coordinator to request auxiliary aids and services for this RFP.

If an individual believes that the department has discriminated on the basis of a disability please contact the DSHS Investigations Unit (IU) for the Nondiscrimination Policy Brochure and complaint process. The brochure can be found at <http://hrd.dshs.wa.gov/Equal-Opportunity/Nondiscrimination.htm>.

6. Ethics

RCW 42.52 contains specific restrictions applying to current or former state employees. Bidders should familiarize themselves with the restrictions prior to submitting a Proposal.

7. General Terms and Conditions

The Apparently Successful Bidder must agree to the DSHS General Terms and Conditions in Exhibit B, Sample Contract.

8. Insurance

The Apparently Successful Bidder must comply with the Insurance requirements identified in Exhibit B, Sample Contract.

9. Proprietary information/public disclosure

All Proposal materials submitted in response to this RFP become the property of DSHS upon submission. All Proposals, quotes, lists, evaluation documents and other documents that make up this RFP are confidential until:

- a. DSHS makes it available to the public pursuant to RCW 42.17, or
- b. The contract, if any, resulting from this RFP is signed by DSHS and the Apparently Successful Bidder. Thereafter, the non-proprietary information contained in proposals is public record as defined in RCW 42.17.

A Bidder's Proposal must include a statement on the Letter of Submittal identifying any page of its Proposal which contains any information the Bidder considers proprietary. Each page claimed to be proprietary must be clearly marked by printing the word "Proprietary" on the lower right hand corner of each page which contains any proprietary information.

If DSHS receives a request to view or copy a Bidder's Proposal, DSHS shall respond according to applicable law and DSHS policy governing public disclosure. DSHS shall not disclose any information marked "Proprietary" in a Proposal without giving the owner ten (10) days notice to seek a court injunction against the disclosure. Bidders may not mark their entire Proposal proprietary.

10. Communications

All parties must direct all communications concerning this RFP to the RFP Coordinator. DSHS may disqualify any Bidder who communicates to anyone besides the RFP Coordinator.

Bidders should base their Proposals on material contained in this RFP, any related amendment(s), and any questions and answers directed through the RFP Coordinator.

11. Questions and Answers

Bidders may e-mail, fax, or mail written questions to the RFP Coordinator. Early submission of questions is encouraged. DSHS accepts questions until the date stated in the Procurement Schedule. DSHS shall post Questions and Answers on the www.ga.wa.gov/webs and <http://www1.dshs.wa.gov/msa/ccs/> as an RFP amendment.

DSHS considers all oral communication unofficial and non-binding on DSHS. Bidders should rely only on written statements issued by the RFP Coordinator.

12. RFP Amendments

DSHS may amend the requirements of this RFP any time prior to the due date for Sealed Proposals and subsequent opening of Sealed Proposals. DSHS may amend the Procurement Schedule and due date for Sealed Proposals. DSHS may amend the dates of remaining action items at any time.

DSHS shall post RFP amendments on the www.ga.wa.gov/webs and <http://www1.dshs.wa.gov/msa/ccs/>. If there is any conflict between amendments or between an amendment and the RFP, the last Issued document shall control.

13. Cancellation of This RFP

RCW 43.19.1911(2) allows DSHS to cancel this RFP prior to the opening of Sealed Proposals. DSHS shall post a notice of cancellation as a RFP amendment on www.ga.wa.gov/webs and <http://www1.dshs.wa.gov/msa/ccs/>.

RCW 43.19.1911(4) allows DSHS to cancel this RFP, and reject all Sealed Proposals, after the opening of Sealed Proposals, but only for reasons allowed in RCW 43.19.1911(4). DSHS shall post notice of cancellation as an RFP amendment on www.ga.wa.gov/webs and <http://www1.dshs.wa.gov/msa/ccs/>.

14. Format of Proposals

Bidders must format proposals as follows:

- Proposals must be submitted on standard eight and one-half by eleven inch (8 ½" x 11") white paper.

- A font size not less than 12 point must be used.
- Proposals must be submitted in separate three-ring binders (See Section B.16) with tabs separating the five Proposal sections.

15. Proposal Binders

The Bidder must submit one Proposal binder marked "Original" and three (3) Proposal binders marked "Copy". The Bidder must identify on the original Proposal binder and each copy Proposal binder the RFP number, 0845-337, and RFP title, Spanish Language Test Graders.

The Bidder must include in the original Proposal binder one soft copy in Microsoft Word 2000 file format, or Microsoft Excel 2000 file format if appropriate, on a portable media or electronic readable media (Compact Disc/CD or 3.5" diskette), with a label on the CD or diskette identifying the Bidder's name and RFP 0845-337.

The Bidder must include a response or required documentation for the following five sections, in the order noted below, as required in Sections C.1. through C.4.

- Section 1: Table of Contents
- Section 2: Administrative Requirements
- Section 3: Service Proposal
- Section 4: Experience and Qualifications Proposal
- Section 5: Cost Proposal

16. Submission of Sealed Proposal

Bidders must submit Sealed Proposals no later than the Sealed Proposal due date and time specified in the Procurement Schedule. DSHS will not consider **late Sealed Proposals**. DSHS will notify any Bidder whose Sealed Proposal was received late.

Bidders must submit Sealed Proposals in a **sealed envelope or sealed container**.

Bidders must mail or hand-deliver Sealed Proposals at the address specified in Section B (See Section B.1).

Bidders **must write a large, legible notation on the lower left corner of the sealed envelope or sealed container**, which states:

"Sealed Proposal for RFP 0845-377"

This notation serves as notification to DSHS that this Proposal is for a sealed Purchased Service RFP. Failure to write this notation on the Bidder's sealed envelope or container may cause DSHS to consider the Proposal non-responsive.

Sealed Proposals not received in a sealed envelope or sealed container will be rejected by DSHS. If a Proposal is received before the due date, and is not sealed, DSHS may allow the Bidder to correct and resubmit it by the Sealed Proposal due date.

Bidders are responsible for allowing sufficient time to ensure timely receipt by the RFP Coordinator. Bidders assume the risk for the method of delivery and for any delay in the mailing or delivery of the Sealed Proposals.

17. Opening of Sealed Proposals

After the Sealed Proposal due date and time, DSHS shall open Sealed Proposals and post Bidders' names as an RFP Amendment on www.ga.wa.gov/webs and <http://www1.dshs.wa.gov/msa/ccs/>.

18. Nonresponsive Proposals

The RFP Coordinator shall review all Proposals to determine compliance with administrative requirements and instructions specified in this RFP. DSHS may reject a Proposal at any time as nonresponsive for any of the following reasons:

- Incomplete proposal;
- Submission of a proposal that proposes services that deviate from the technical requirements set forth in this document.
- Failure to comply with any part of this RFP or any exhibit to this RFP; and/or
- Submission of incorrect, misleading, or false information.

19. Minor Irregularities

DSHS may waive minor administrative irregularities related to any proposal.

20. Cost to Propose

DSHS is not liable for any costs incurred by Bidders in preparing, submitting or presenting a Proposal for this RFP.

21. Joint Proposals

Bidders submitting a joint Proposal with one or more other Bidders must designate the prime Bidder. The prime Bidder shall act as DSHS' sole point of contact, and shall sign the contract and any amendments, and will bear sole responsibility for performance under the contract.

22. Attachments and Exhibits

RFP Attachments and Exhibits are:

- Attachment A – Map to Blake East
- Exhibit A, Bidders Certification and Assurances Form
- Exhibit B, Sample Contract
- Exhibit C, Contractor Intake Form

Bidders must download a complete copy of this RFP and all attached exhibits. Bidders may access the RFP documents at www.ga.wa.gov/webs and <http://www1.dshs.wa.gov/msa/ccs/>. Bidders experiencing difficulty downloading the documents should contact the RFP Coordinator.

23. Withdrawal of Proposals

After a Proposal has been submitted, Bidders may withdraw a proposal from consideration at any time up to the Sealed Proposal due date and time specified in the Procurement Schedule. A Bidder must submit to the RFP Coordinator a written request signed by an authorized representative of the Bidder. After withdrawing a previously submitted proposal from consideration, the Bidder may submit another proposal at any time up to the Sealed Proposal due date and time.

24. DSHS Award Announcement

DSHS considers the Award Date as the date a contract is executed between the Apparently Successful Bidder and DSHS. The Procurement Schedule provides the anticipated Award Date for this RFP.

DSHS shall distribute on the Award Date a Notification of Award on WEBS to all Bidders. DSHS shall not give Award results over the phone.

DSHS shall post final scoring and evaluation information on <http://www1.dshs.wa.gov/msa/ccs/> in conjunction with the WEBS Notification of Award.

25. Post-Award Conference

DSHS may request the Apparently Successful Bidder to attend a post-award conference to discuss contract performance requirements. DSHS will schedule a post-award conference following the Award Date.

26. Protest

a. Grounds for Protest

For a protest to be considered, the protest must be based on:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator; and/or
- Errors in computing the score; and/or
- Failure to follow procedures described in this RFP document or applicable laws and regulations.

b. Procedure

A Bidder must file a protest in accordance with WAC 236-48-141 and the process in this RFP document.

Pre-Award Protest: DSHS must receive a Pre-Award protest, regarding a matter which could have reasonably been known or discovered prior to the Award Date, on or before the Award Date.

Post-Award Protest: DSHS must receive a Post-Award protest, regarding a matter arising after the Award Date, no later than 5:00 pm PST on the fifth (5) business day after the Award Date and WEBS Notification of Award.

A Bidder must submit a protest in writing and mail or hand deliver it to the attention of the Contracts Administrator at the same addresses stated in Section B (See Section B.1).

c. Format and Content

Protests shall include:

- Information about the protesting Bidder such as name of firm, mailing address, phone number and name of individual responsible for submission of the protest. An authorized agent of the Bidder must sign the protest letter
- The facts and arguments that are relied on as the basis for the protest.
- Any relevant exhibits or evidence supporting the protest.

- Specific reference to the grounds for the protest.
- Description of the relief or corrective action requested.

d. Review Process

DSHS may postpone awarding a contract until a Pre-Award protest has been resolved. Bidders agree not to institute court action until the protest has been resolved.

DSHS shall perform an objective review of all protests.

DSHS shall render a written decision to the protesting Bidder within ten (10) business days after receipt of the protest, unless more time is needed. DSHS shall notify the protesting bidder if additional time is necessary.

If an awarded contract is terminated as a result of a Post-Award protest, DSHS shall not be liable to the Contractor for, and the Contractor shall not claim against DSHS, any alleged (a) Proposal preparation charges, (b) cost incurred to ensure that the Contractor's Proposal is responsive, (c) claims for anticipated lost profits, or (d) claims for damages.

27. Execution of the Contract

DSHS requires the Apparently Successful Bidder to sign a contract with DSHS and to sign any subsequent amendments to address specific work or services as needed.

DSHS shall negotiate the specific wording of the Statement of Work, based on the requirements of this RFP and the terms of the Apparently Successful Bidder's Proposal.

If the Apparently Successful Bidder fails or refuses to sign the contract or any subsequent amendment within ten (10) business days of delivery to the Apparently Successful Bidder, failure to sign constitutes retraction of the Apparently Successful Bidder's Proposal, offer to perform, and releases DSHS to contract with the next Apparently Successful Bidder.

SECTION C. PROPOSAL CONTENTS

Bidders must answer all questions and provide all items as part of their Proposal for their proposal to be considered responsive, even though DSHS may not score certain items.

1. **Administrative Requirements (Section 2 of Proposal Binder)**

Bidders must respond to each item in the same order in which they appear.

a. Letter of Submittal

Bidders must submit a prepared and signed Letter of Submittal on Bidder's official business letterhead stationery. Bidders must include their Letter of Submittal as the first page of Section 1.

A Letter of Submittal must include the following:

- Name, address, principal place of business, telephone number, fax number, and e-mail address of legal entity or individual for a DSHS contract.
- The name of the contact person for this RFP.
- A detailed list of all materials and enclosures included in the Proposal.
- A list of all RFP amendments downloaded by the Bidder from www.ga.wa.gov/webs and <http://www1.dshs.wa.gov/msa/ccs/> and listed in order by amendment number and date. If there are no RFP amendments, include a statement to that effect.
- A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm.
- Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary or Confidential" Information.
- Any statements the Bidder wants to convey to the RFP Coordinator, including any variations between the Proposal and the RFP.
- A detailed contract history listing current and previous contracts with Washington State.
- A statement if the Bidder's performance on any contract with Washington State has been unsatisfactory and resulted in a contract termination. If yes, provide a list of those contracts terminated.

b. Bidder Certification and Assurances Form

Bidders must submit a completed Exhibit A, Bidders Certification and Assurances Form. Please sign and include any attachments that are necessary.

c. Contractor Intake Form

Bidders must submit a completed Exhibit B, Contractor Intake Form. Please sign and include any attachments that are necessary.

d. References

Bidders must provide three (3) work references. DSHS may contact references to investigate past performance.

2. Service Proposal (Section 3 of Proposal Binder)

Bidders must provide a Service Proposal consistent with the goals and objectives of the services described in Section A. Summary of Project.

Bidders may earn up to a maximum of **140 points** for their Service Proposal. Bidders may review the point breakdown per question, by reviewing the point value assigned to each question below.

DSHS shall score the Service Proposal using an evaluation team. Each evaluator shall assign a score up to the maximum points available. DSHS shall determine the average total score as an average of all evaluators' scores.

Bidders must answer each question in the order as they appear below, by restating each question at the beginning of their answer. Bidders must number each answer so it corresponds to the question numbers below. If Bidders provide attachments as part of their answers, Bidders must label each attachment with the corresponding question number, and include them as part of their Service Proposal.

• **Question #1 (maximum possible 120 Points)**

Approximately how many hours in a week can you work on test grading/evaluation? (Check one)

___ 2 - 4 hours (10 points)

___ 4 - 6 hours (20 points)

___ 6 - 8 hours (30 points)

- ☐ 8 - 10 hours (40 points)
- ☐ 10 – 12 hours (50 points)
- ☐ 12 – 14 hours (60 points)
- ☐ 14 – 16 hours (70 points)
- ☐ 16 – 18 hours (80 points)
- ☐ 18 – 20 hours (90 points)
- ☐ 20 – 25 hours (100 points)
- ☐ 25 – 30 hours (110 points)
- ☐ Over 30 hours (120 points)

• **Question #2 (maximum possible 10 Points)**

Can you regularly pick up and deliver test materials from and to the LTC office?

- ☐ Yes. (10 points)
- ☐ No. (0 points)

• **Question #3 (maximum possible 10 Points)**

Can you perform the work in the LTC office in Lacey, Washington when needed?

- ☐ Yes. (10 points)
- ☐ No. (0 points)

3. Experience and Qualifications Proposal (Section 4 of Proposal Binder)

Bidders must provide an Experience and Qualifications Proposal that demonstrates their knowledge, skills, abilities, and experience in providing the service.

If Bidders designate Key Personnel who will provide services, the Apparently Successful Bidder is bound to utilize those Key Personnel in providing services. An awarded contract may include provisions specific to Key Personnel and additional requirements.

Bidders may earn up to a maximum of **300 points** for their Experience

and Qualifications Proposal. Bidders may review the point breakdown per question, by reviewing the point value assigned to each question below.

DSHS shall score the Experience and Qualifications Proposal using an evaluation team. Each evaluator shall assign a score up to the maximum points available. DSHS shall determine an average total as an average of all evaluators' scores.

Bidders must answer each question in the order as they appear below, by restating each question at the beginning of their answer. Bidders must number each answer so it corresponds to the question numbers below. If Bidders provide attachments as part of their answers, Bidders must label each attachment with the corresponding question number, and include them as part of their Experience and Qualifications Proposal.

- **Question #1 (maximum possible 60 Points)**

What is your educational background? (Check all that apply and list the name of the corresponding educational institution)

___ BA in _____ (Major) from _____ (10 pts)

___ BS in _____ (Major) from _____ (10 pts)

___ AA in _____ (Area of concentration) from _____ (10 pts)

___ Master's in _____ (Area of concentration) from _____ (10 pts)

___ Doctorate in _____ (Area of concentration) from _____ 10 pts)

___ Post-doctoral studies in _____ (Area of concentration) from _____
_____ (10 pts)

- **Question #2 (maximum possible 80 Points)**

What professional language interpreter/translator certificates do you hold? (Check all that apply and list certificate number for each)

___ Federal court interpreter certificate, # _____ (10 pts)

___ WA court interpreter certificate, # _____ (10 pts)

___ ATA translator certificate, # _____ (10 pts)

___ WA DSHS social service interpreter certificate, # _____ (10 pts)

___ WA DSHS medical interpreter certificate, # _____ (10 pts)

___ WA DSHS translator certificate, # _____ (10 pts)

___ Other (please specify): _____ (10 pts)

_____ (10 pts)

• **Question #3 (maximum possible 70 Points)**

Do you have any Spanish teaching experience in an academic institution?

___ Yes. (10 pts)

___ No. (0 pts)

If yes, at which level? (Check all that apply and list the name of each institution and the time frame you were there)

___ Elementary School, _____ from _____ to _____ (10 pts)

___ Middle School, _____ from _____ to _____ (10 pts)

___ High School, _____ from _____ to _____ (10 pts)

___ Community college/technical college/university lower division, _____
_____ from _____ to _____ (10 pts)

___ University upper division, _____ from _____ to _____ (10 pts)

___ Graduate level, _____ from _____ to _____ (10 pts)

• **Question #4 (maximum possible 90 Points)**

Do you have experience evaluating any professional language certification examination?

___ Yes. (10 pts)

___ No. (0 pts)

If yes, what type of language certification examination? (Check all that apply and provide a photo copy of each certificate).

___ Federal court interpreter certificate (10 pts)

___ Washington State court interpreter certificate (10 pts)

- ___ ATA translator certificate (10 pts)
- ___ Washington State DSHS social service interpreter certificate (10 pts)
- ___ Washington State DSHS medical interpreter certificate (10 pts)
- ___ Washington State DSHS translator certificate (10 pts)
- ___ Others (please specify): _____ (10 pts)
_____ (10 pts)

4. References

Bidders must provide three (3) work references. DSHS may contact references to investigate past performance. The reference section will be scored on a Pass/Fail basis.

5. Cost Proposal (Section 5 of Proposal Binder)

Bidders must provide a Cost Proposal that identifies their rates, expenses, or other costs to provide the service. All Cost Proposal costs must remain fixed for the Apparently Successful Bidder awarded a contract during the awarded contract's period of performance. Bidders must collect and pay Washington State sales tax, if applicable.

Bidders may earn up to **60 points** total for their Cost Proposal. Bidders may review the point breakdown per question, by reviewing the point value assigned to each question below.

Either the RFP Coordinator or a DSHS designated person shall calculate the Cost Proposal score using the calculations noted in each question below.

Bidders must answer each question in the order as they appear below, by restating each question at the beginning of their answer. Bidders must number each answer so it corresponds to the question numbers below. If Bidders provide attachments as part of their answers, Bidders must label each attachment with the corresponding question number, and include them as part of their Cost Proposal.

- **Question #1 (maximum possible 30 Points)**

What is the hourly rate you charge for test grading/evaluation service?

\$ _____ per hour

Sample of Cost calculation:

\$15 – 24 (30 pts)

\$25 – 34 (20 pts)

\$35 – 40 (10 pts)

\$41 – above _____ (0 pts)

- **Question #2 (maximum possible 30 Points)**

Besides the hourly service rate and mileage reimbursement, do you have any other charges that are related to the service? (Please specify your charges and their respective rates. List your charges separately)

Sample of Cost calculation:

0 charge = (30 pts)

1 charge = (20 pts)

2 charges = (10 pts)

3 charges = (0 pts)

SECTION D. EVALUATION

1. Screening of Proposal

DSHS shall initially screen each Proposal to determine if the Bidder has complied with Administrative Requirements (See Section C.1) and submittal instructions (See Sections B.15 to B.17). DSHS shall not assign any points for this initial screening process.

If a Proposal does not meet both Administrative Requirements and submittal instructions, DSHS may consider the Proposal nonresponsive and withdraw it from the consideration. DSHS shall notify nonresponsive Bidder(s) and provide a reason for rejection.

If a Proposal meets all Administrative Requirements and submittal instructions, DSHS shall consider and evaluate the Proposal in accordance with this RFP document and any RFP amendments.

2. Proposal Evaluation

DSHS shall designate an evaluation team to review, evaluate, and score all Service Proposals and Experience and Qualifications Proposals, in accordance with the maximum points available (See Sections C.2 and C.3). The evaluation team shall contain at least three (3) evaluators. Evaluators shall consider RCW 43.19.1911(9) when reviewing, evaluating, and scoring.

Each section of the proposal shall be evaluated independently and objectively by each evaluator abiding by the point values and breakdowns as assigned to each question. A subtotal for each section shall be calculated, and a total score shall be calculated for all three sections. The top three bidders will be considered for a contract award. DSHS reserves the right to award the contract to bidders other than the top-scored bidders if there are unsatisfactory past performance or ethics issues, or actual or perceived conflict of interest.

Either the RFP Coordinator or a DSHS designated person shall score the Cost Proposal, up to the maximum points available (See Section C.4)

3. Scoring Summary

The maximum number of points available is **500**. DSHS assigns the following points for the following Proposal sections.

Section 3: Service Proposal_____140 Points

Section 4: Experience and Qualifications Proposal _____ 300 Points

Section 5: Cost Proposal _____ 60 Points

TOTAL 500 Points

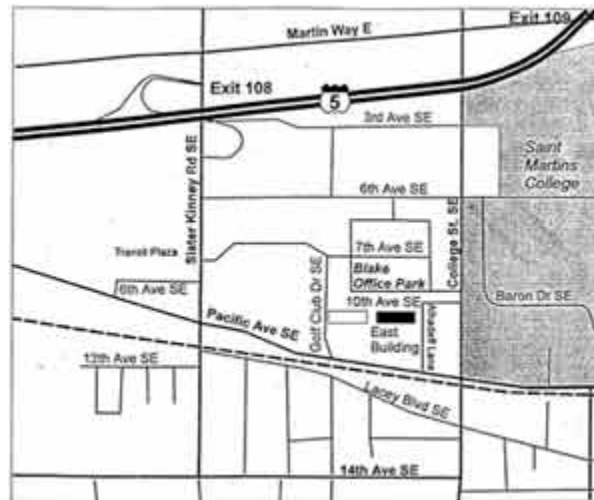
DSHS shall determine the Apparently Successful Bidder(s) based upon the total points awarded.

4. Rejection due to unsatisfactory Performance

RCW 43.19.1913 allows DSHS to reject any Proposal of any Bidder who has failed to perform satisfactorily under any previous contract with the state. DSHS shall notify a Bidder of such a rejection.

Attachment A

Map to Blake East



4500 10th Ave. SE Lacey, WA

From the North:

1. Begin on I-5 heading South
2. Take Exit 109 and make a right at the light onto Martin Way
3. Make a left at the next light onto College Street
4. Continue about a mile and make a right on Pacific Ave.
5. Make a right onto Alhadoff Lane (next to the Mayan Restaurant)
6. Proceed approx. 200 feet and make a left into Blake Office Park (Next to Lacey Government Center)
7. Blake East is the first building on the left

From the South:

1. Begin on I-5 heading North
2. Take the College Street Exit and make a right at the light onto College Street SE
3. Continue about 3/4 of a mile and turn right on Pacific Ave.
4. Make a right onto Alhadoff Lane (next to the Mayan Restaurant)
5. Proceed approx. 20 feet and make a left into Blake Office Park (Next to the Lacey Government Center)
6. Blake East is the first building on the left.